

Board Appointments Policy

PURPOSE

The purpose of this policy is to ensure that adequate time is allotted for notification to Board Members to resign or reapply for upcoming term expirations; set time frames for advertisement of vacancies in the newspaper and on the County's website; and establish deadlines for receipt of applications.

POLICY

Term Expiration

The Commissioners' Office shall review upcoming term expirations. Notification will be mailed to each member whose term is expiring stating date of term expiration and the notification will request a response confirming the member's continued (or discontinued) interest. At appropriate times, Commissioners' Office staff will prepare, and route, a display ad to be published stating which boards have upcoming vacancies.

Publication

Vacancies for all County Commission Appointed Boards will be published at least once in the Bozeman Daily Chronicle 30 days prior to term expiration(s), and will be published in other regional publications as applicable. Vacancies are also published on the county website (www.gallatin.mt.gov "Boards & Committees" page).

Deadline

New applications shall be submitted to the Commissioners' Office no later than the last business day of the week prior to the scheduled board appointment. Responses from board members regarding their desire to continue (or discontinue) service shall also follow this submittal deadline. Failure to respond by the deadline date will be considered the same as discontinued interest.

Appointment

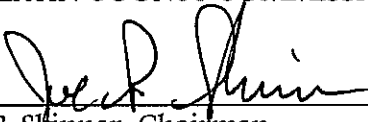
Commissioners' Office staff shall schedule (on a Tuesday or Wednesday public hearing agenda) appointment(s) to board(s) once the vacancy has been published for 30 days, or no sooner than the published agenda's meeting immediately preceding term expiration date. Appointment(s) may be postponed past a term expiration date at the discretion of the Commission. It is encouraged that applicants be present at the hearing of appointment.

Once an appointment is made, the Commissioners' Office staff will prepare an appointment letter, with Oath of Office copy, to be signed by the Commission. This letter will include the date of appointment, name of board, term length, term expiration date, and instructions for how to complete and where to return the Oath of Office. Once signed by the Commission, copies will be made: one to be kept in the appropriate board's file, a copy to the Clerk & Recorder's office, and possibly a copy to a related department (i.e. copy the Planning Department for a Planning Board member appointment). The original letter is mailed, with the Oath of Office enclosed, to the appointed member. Newly appointed members shall contact

board chair (posted on the county website at www.gallatin.mt.gov "Boards & Committees" page) or the Commission office to find out upcoming board schedule.

Oath of Office forms will be recorded in the Clerk & Recorder Elections' office

GALLATIN COUNTY COMMISSION APPROVAL

	<u>7/12/07</u>
Joe P. Skinner, Chairman	Date